

Widener Law Review **Board Position Descriptions**

Editor-in-Chief

The Editor-in-Chief has final responsibility for the quality of the Law Review and oversees all aspects of the publication and the live symposium. His or her main responsibility is a complete and final edit of each piece of legal scholarship that is published by the law review. He or she works very closely with the External Managing Editor on the publication schedule and decisions. The Editor-in-Chief presides over all Board and Staff meetings and, with the guidance of the Faculty Advisor(s), acts as liaison with the Law School faculty and administration. He or she also reviews and makes the final selection of which unsolicited articles, notes, comments, essays, book reviews and other appropriate pieces of legal scholarship shall be published in the Law Review.

Internal Managing Editor

The Internal Managing Editor supervises the internal editing process. This includes, but is not limited to, the Staff writing process and training. The Internal Managing Editor is also responsible for planning and managing all writing competitions, including the superior authorship competition for membership on the Law Review. Duties include, but are not limited to: coordinating the research of appropriate topics for future competitions; proposing competition topics for Board consideration; managing production and distribution of competition packets; coordinating the collection and grading of competition submissions; and presenting scoring results to the Board for use in the selection process. The Internal Managing Editor is responsible for enforcing the disciplinary procedures. The Internal Managing Editor also oversees the mentor-mentee program and conducts semi-final reads on the articles to be published. The Internal Managing Editor is also in charge of directing the Staff writing requirement process. The Internal Managing Editor reports directly to the Editor-in-Chief.

External Managing Editor

The External Managing Editor schedules each and every step of the editing process, maintains the master schedule and ensures that the law review is running on schedule. The External Managing Editor collects and reviews copies of every revision of every article in the editing process as well as answering questions from authors and staff, and resolve problems that arise in the editing process. The External Managing Editor is responsible for most communication that is sent to authors and communicates with authors if major problems arise. The External Managing Editor completes a sub-edit on every article which includes: grammar and punctuation, bluebooking, revision of awkward or unclear language. In addition, the EME contacts Symposium authors to collect papers and author journal agreements.

Manuscript Editor

The Manuscript Editor has the sole responsibility for reviewing incoming article submissions and accepting them or rejecting them for publication in the Law Review. This responsibility includes daily monitoring of the Law Review email account for new submissions, reviewing each submitted article and the CV of the submitting author, and responding to each author with either a rejection or an offer for publication. Upon receiving an acceptance of an offer for publication, the Manuscript Editor is responsible for forwarding to the accepted author an Author/Journal Agreement to be completed and returned to the Law Review. The Manuscript Editor is not involved in the editing process of articles already accepted for publication, except as needed.

Research Editor

The Research Editor is responsible for extracting all the sources in each article, assigning and supervising Staff source collections, working with the Articles Editors to locate any sources not obtained through source collection, acting as a liaison between the Law Review and Interlibrary Loan, and compiling all source boxes and keeping track of all sources. The Research Editor is also responsible for supervising the research training of all new Staff members and reports directly to the External Managing Editor.

Business Editor/Associate Business Editor

The Business Editor and Associate Business Editor work closely with the secretary⁶, the Law Review's support staff, to ensure the smooth operation of the publication's internal and external business activities. For instance, the Business Editors are responsible for tracking the budget, maintaining all accounting records, negotiating printing contracts, soliciting and maintaining subscriptions, and general office management. Additionally, the Business Editors are responsible for organizing all aspects of the annual symposium hosted by the Law Review, including the advertising and publication of such symposia. The Business Editors are also charged with updating and maintaining the Widener Law Review website. The Business Editors are also responsible for updating and maintaining the database of Widener Law Review alumni contact information. The maintenance of this contact information is critical to ensuring that alumni can be contacted and invited to attend the two annual networking events organized and managed by the Business Editors. Finally, the Business Editors are responsible for planning the annual Widener Law Review banquet. It is critical that the Business Editors know many of the administrators on campus in order to effectively communicate and facilitate the scheduling of events. In particular, the editors work closely with the Dean's Office and the Alumni Development Office. As needed, the Business Editors may also be required to do semi-final reads on the articles to be published..

Articles Editor

Four Articles Editors have primary responsibility for overseeing and conducting the actual editing of articles selected for publication. The Articles Editors will assign and supervise the work of editorial teams who are responsible for the substantive editing and proofreading of articles selected for publication. The Articles Editors report directly to the External Managing Editor.

Bluebook Editor

The Bluebook Editors supervise all cite checking and Bluebook editing. Bluebook Editors are also responsible for providing Bluebook training to the new Staff. Bluebook editors conduct their edits twice during the progression of an article (known as the BB1 and the BB2). In each edit, which occur at different stages before the article's publication, the bluebook editor is responsible for verifying that every cite (both in the footnotes and in the text) conforms to the bluebooking rules. Additionally, the bluebook editor must still verify that each citation in the article stands for the proposition that its accompanying source states. Ultimately, bluebook editors are responsible for ensuring that all sources are cited and every citation is completely accurate in form and content. Bluebook Editors conduct semi-final reads on the papers to be published as well as two levels of Bluebook editing. The Bluebook Editors report directly to the External Managing Editor.

Associate Editor

The primary responsibility of an associate editor is to perform semi-final reads, which is a sub-edit of the entire article. Associate editors may also be asked to perform other editorial tasks, such as cite verification. Associate editors work mainly with the executive board to remedy any article difficulties.